

**FINANCE AND ADMINISTRATION COMMITTEE**

**Approved Minutes**

DATE: March 15, 2011

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Roger Rycenga, Joe Baumann, Robert Karsten, Donald Disselkoen,  
Dennis Swartout

STAFF: GUESTS: Alan Vandenberg, Administrator; Bob Spaman, Fiscal Services  
Director; Kelly Aylsworth, Trial Court Director; Kevin Bowling, Circuit  
Court Administrator; Dr. Michael Brashears, CMH Director; Sherri  
Sayles, Deputy Clerk; Marie Waalkes, Human Resources Director; Gary  
Scholten, Register of Deeds; Greg Rappleye, Corporate Counsel; Bradley  
Slagh, Treasurer; Keith VanBeek, Assistant Administrator; Loren Snippe  
and David Ziegler, Social Services Resources, LLC

**SUBJECT: CONSENT ITEMS**

FC 11-026 Motion: To approve the agenda of today as presented and amended  
adding Discussion Item #12 – Budget.  
Moved by: Disselkoen **UNANIMOUS**

Approve by consent the minutes of the February 15, 2011 meeting as  
presented.

**SUBJECT: MONTHLY BUDGET ADJUSTMENTS**

FC 11-027 Motion: To approve and forward to the Board of Commissioners the  
appropriation changes greater than \$50,000 and those approved by the  
Administrator and Fiscal Services Director for \$50,000 or less which  
changed the total appropriation from the amended budget for the month of  
February 2011.  
Moved by: Disselkoen **UNANIMOUS**

**SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000**

FC 11-028 Motion: To approve budget adjustments #81, 82, 83, 84, 115, 116, 117  
and 118.  
Moved by: Karsten **UNANIMOUS**

**SUBJECT: STATEMENT OF REVIEW FOR FEBRUARY**

FC 11-029 Motion: To approve the Statement of Review for the month of February 2011.  
Moved by: Disselkoen **UNANIMOUS**

**SUBJECT: AGREEMENT FOR VETERANS SERVICES**

FC 11-030 Motion: To approve and forward to the Board of Commissioners the Agreement for Veterans Services with Social Services Resources LLC in the amount of \$18,749.97.  
Moved by: Disselkoen **UNANIMOUS**

**SUBJECT: APPOINTMENT TO OTTAWA COUNTY TAX ALLOCATION BOARD**

FC 11-031 Motion: To approve and forward to the Board of Commissioners the name of Roger Cotner for appointment to the Ottawa County Tax Allocation Board, pursuant to MCL 211.205(e).  
Moved by: Disselkoen **UNANIMOUS**

**SUBJECT: PURCHASING CARD POLICY**

FC 11-032 Motion: To approve and forward to the Board of Commissioners the Purchasing Card Policy for review and comment.  
Moved by: Disselkoen **UNANIMOUS**

**SUBJECT: 20<sup>TH</sup> CIRCUIT COURT PERSONNEL REQUEST TO CREATE ONE (1) FULL-TIME (1.0 FTE) FELONY COLLECTIONS CLERK**

FC 11-033 Motion: To approve and forward to the Board of Commissioners the request from the 20<sup>th</sup> Circuit Court/Trial Division to create one (1) full-time (1.0 FTE) Felony Collections Clerk (Group T, Paygrade 10) at a cost of \$51,264. Funding to come from the funds collected by this position (General Fund). Position to be sunsetted March 22, 2012, and reviewed at that time to determine if sufficient funds were collected to continue this position.  
Moved by: Rycenga **UNANIMOUS**

**SUBJECT: COMMUNITY MENTAL HEALTH PERSONNEL REQUEST TO RECLASSIFY A FULL-TIME PROGRAM SUPERVISOR TO A FULL-TIME PROGRAM COORDINATOR**

FC 11-034 Motion: To approve and forward to the Board of Commissioners the request to reclassify the position of full-time (1.0 FTE) Program Coordinator (Unclassified, Paygrade 07) to full-time (1.0 FTE) Program Supervisor (Unclassified, Paygrade 08) at a cost of \$7,190. Funding for this position to come from Medicaid funding.  
Moved by: Karsten UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. Treasurer's Financial Month End Update for February 2011 – The February 2011 financial month end update was presented by Bradley Slagh. There have been no significant changes since the last report.
2. 2012 Budget – Bob Spaman reviewed the 2012 budget principles with the Committee. At this time, the County is looking at a \$5.2 million budget deficit for 2012. Property tax values are projected to be down 2%. The full Board will be presented with the budget layout at a Work Session scheduled for April 12<sup>th</sup>.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:27 a.m.